



## Perform Batch Control on Batch Create (Optional or Mandatory)

To perform batch control, complete the following steps:

1. From the *Check Scan* page,  
Under **Set Up New Batch**
  - Enter the **Total Count**
  - Enter the **Total Amount**



### Application Tip

If Batch Control is set to mandatory, the **Check Capture Lead Operator** or **Check Capture Operator** must enter the total count and amount. The total count and amount cannot be zero.



### Application Tip

If Batch Control is set to optional, the **Check Capture Lead Operator** or **Check Capture Operator** can click the **Defer** button.

2. Click **Next**. Perform **Check Scan**. The *Check Scan-Perform Check Scan* page appears.
3. Scan check(s) as needed.